## WHAT SHOULD YOUR NEW CLUB OR SOCIETY APPLICATION INCLUDE?

* A typed letter of application addressed to the Capitation Committee
* Any events planned for the future or held in the past
* A list of officers
* A completed Constitution
* Completed New club/soc form
* A list of 30 potential members

** APPROVAL**

The exciting part! Approval will be made by the Capitation Committee. Applications for new club or society will be accepted up to and including the last Friday of Semester one.

**NOTE:** New Club/Soc Set Up form, sample constitution and any other form needed can be found and downloaded from MSULIFE. Please drop into SU Front Office for help/advice with completing club or society application.

## Filling in your application form

*Here are the main questions asked in the application form.*

**ORGANISATIONAL OVERVIEW**

* Name of proposed club/society
* Aims and objectives of the organisation

**RATIONALE FOR ESTABLISHING NEW CLUB/ SOCIETY**

* How will the proposed Club/Society benefit Maynooth Students?
* Outline how this new Club/Society will provide new opportunities and activities which are accessible to all Maynooth Students
* Why is there a need for this new Club/Society on campus?
* Demonstrate how the activities of this new Club/Society are not already catered for by an existing Club/Society
* How do you envisage this new Club/Society developing in the next three years?

**PROPOSED COMMITTEE**

Give the Name, Student numbers, Email and contact information for your President, Secretary, Treasurer, P.R.O and any other committee member.

**POTENTIAL MEMBERS**

Add a list of at least 30 potential members.

**CLUB/ SOCIETY CONSTITUTION**

Ensure that you submit your club/society constitution with the application. Refer to the sample constitution.

**LIST OF PLANNED ACTIVITIES**

Include a list of planned activities for both first and second semester.

**RESOURCE REQUIREMENTS**

* Will this new Club/Society require the use of any specific facilities (training facilities, meeting rooms etc.) please provide details.
* Will this new Club/Society require the purchase of any specific equipment to function? Please provide details**.**
* Will this new Club/Society require any storage space? Please provide details.
* Please estimate how much funding that this new Club/Society would require each year to run all of the proposed activities. Please include an explanation for this estimate.